

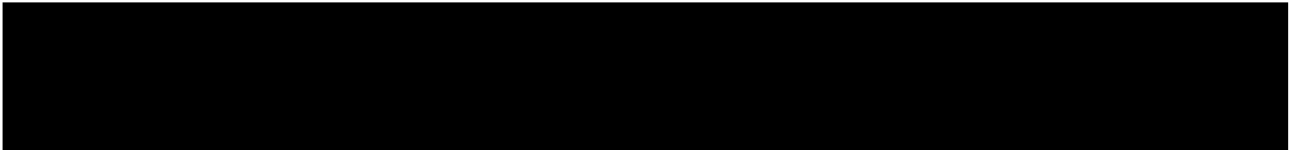
Report for Week Ending 18 April 1956
from
RECORDS MANAGEMENT OFFICER FOR REPORTS AND CORRESPONDENCE

Project 5-67 - DD/S Reports Survey

Progress continues on the following sub-projects:

(a) Submission of Security Check Lists Monthly Rather Than Daily - Re-designed the proposed monthly check list to incorporate provisions desired by the Chief, Physical Security Division. Submitted the revision to him through Mr. [REDACTED]

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Overall project is 53% complete.

Project 6-13 - Dispatch Format and Procedure

Specifications for the new dispatch forms are being developed by Forms Management Branch.

Project 6-22 - DD/I Reports Survey

Survey report is being written. Project is now 25% complete.

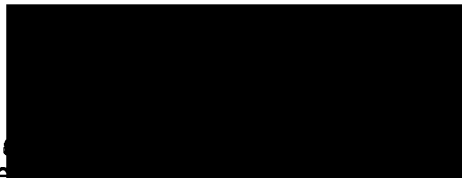
Project 6-35 - Survey of Procurement Division Contract Files

Fact finding is about 80% complete. Material maintained in the 29 cabinets was inventoried by volume and described as to condition. A meeting is scheduled today with the Security Officer of Logistics and the CIA Safety Officer to determine if the floor of the file room will support file cabinets arranged in a more efficient manner.

General Information

a. Evaluated Employee Suggestion No. 2269, Typing Dispatch Numbers at Both the Top and Bottom of Dispatches.

b. Conducted research and prepared an interim evaluation report on Employee Suggestion No. 2265, Use of a Protective Overlay in Typing Stencils.



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